

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

**Exam Title: Police Officer-Spanish Speaking**

**Exam #: 63087**

**Last Date for Filing: October 9, 2015**

*(Applications must be submitted in person or postmarked by October 9, 2015)*

**Date of Examination: November 14, 2015**

**Job Title: Police Officer-Spanish Speaking, City of Troy, Starting Salary \$39,831.**

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. After appointment, residency requirements will be governed by the contract between the City and PBA.

**DUTIES OF THE POSITION:** (Illustrative only)

- Patrols an assigned area on foot, bicycle, motorcycle, or in a patrol car;
- Conducts security inspections of commercial and residential establishments;
- Responsible for enforcement of applicable federal, state and local laws;
- Responsible for prisoner security including arrest processing;
- Maintains awareness of conditions within area to which assigned;
- Investigates motor vehicle crashes and enforces all traffic ordinances and laws;
- Maintains order in crowds and attends parade and other public gatherings;
- Responsible at all times for assisting the public in a professional and courteous manner;
- Responsible for promptly reporting conditions affecting public safety to appropriate agencies and supervisors;
- Assists in dealing with the Hispanic community;
- Broadcasts radio messages;
- Conducts criminal investigations as assigned;
- Performs minor clerical tasks when required;
- Maintains proficiency levels in technologies necessary to successfully perform patrol officer functions;
- Performs report writing duties in a clear, concise and complete manner;
- Attends community meetings and participates in problem-solving initiatives with members of the community;
- Performs related tasks as assigned.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

- Graduation from high school, or possession of a GED

**ANTICIPATED ELIGIBILITY:** If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

**SPECIAL REQUIREMENTS:**

- Candidates must be at least twenty (20) years old on or before the date of the examination. Eligibility for appointment as a Police Officer begins when the candidate reaches age twenty-one (21). Candidates who reach their thirty-fifth (35<sup>th</sup>) birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six (6) years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement;
- Candidates must possess a valid New York State Driver's license, and maintain such throughout the duration of their employment;
- Candidates must meet the height, weight and physical fitness standards prescribed by the Municipal Police Training Council;
- Candidates must pass a Spanish language proficiency test, physical agility test, an extensive background check, a drug screening test and a psychological examination.

Conviction of a felony **will** bar appointment to the position of Police Officer. Conviction of other offenses **may** bar appointment.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written exam will test for knowledge, skills and/or abilities in such areas as:

- 1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations:** These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.
- 2. Memory for facts and information:** These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.
- 3. Reading, understanding and interpreting written information:** These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.
- 4. Preparing written material in a police setting:** These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

**The use of calculators is PROHIBITED for this examination:** Any device with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Local Police Entrance is available at the New York State website: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the Troy Civil Service Commission Office.

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. The Medical and Physical Fitness Standards and Procedures for Police Officer Candidates prescribed by the Municipal Police Training Council are available at: [www.criminaljustice.state.ny.us/ops/docs/registry/policeapptsmed.pdf](http://www.criminaljustice.state.ny.us/ops/docs/registry/policeapptsmed.pdf).

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their DD-214 to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at [www.troyny.gov](http://www.troyny.gov) or from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

**APPLICATION FEE:** A **\$25.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. Do not send cash through the mail. The address is Troy Civil Service Commission, City Hall, 433 River Street, Troy, NY 12180. Submission of a resume instead of a completed application is unacceptable. Applications may be obtained from this office or online at [www.troyny.gov](http://www.troyny.gov).

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, are receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed above. Forms can be obtained from this office or online at [www.troyny.gov](http://www.troyny.gov).

**ADMISSION TO EXAMINATION:** If there is a problem with your application, due notice will be sent. Accepted candidates will be notified when and where to appear for the examination. No one will be admitted to the exam without a picture identification card and an official admission letter. The Commission does not make formal acknowledgment of the receipt of an application. If you have not received your admission letter three days before the date of the exam, call this office at (518)279-7123.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for NY State or any other local government jurisdiction (excluding NYC):

**State and local cross filers:** you must make arrangements to take all your exams at the State exam center by calling (518) 457-7022 no later than two weeks before the test date.

**Local to local cross filers:** you must complete a cross-filer form available online at [www.troyny.gov](http://www.troyny.gov) and submit it to each civil service agency with which you have filed an application no later than two weeks before the date of the exams.

The Troy Municipal Civil Service Commission and all of its appointing authorities are Affirmative Action/Equal Opportunity Employers. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.